



# Storage Racks

## SUBMITTAL CHECKLIST

City of Hayward Development Services Department

2011 Update

### PERMIT REQUIREMENTS

Storage racks over 5'-9" tall require a building permit prior to installation. Structural calculations are required to verify the attachment to the slab is sufficient to resist overturning during an earthquake. Periodic structural inspections are required during anchorage of racks 8' tall or more. Storage rack permits are not issued over the counter.

**Storage rack permits will only be issued to a licensed contractor.**

For storage racks that are 12 feet tall or more, an additional permit is required from the Fire Prevention Office. See the Fire Department's handout for "High-Piled Combustible Storage Annual Permits" for more information.

### SUBMITTAL REQUIREMENTS

☐ **3 COPIES OF STRUCTURAL CALCULATIONS**

Provide 3 sets of structural calculations wet-stamped and signed by an engineer licensed in California. Show attachment details with calculations.

☐ **FLOOR PLAN WITH PROPOSED RACK LAYOUT**

Provide 4 sets of plans drawn to scale that show the layout of the storage racks. Provide dimensions, exit locations and list the total linear feet of newly installed racks on the drawings.

☐ **SITE PLAN**

Show project location map and area of work on site. Provide enough information to clearly identify where the work is to occur.

### PROJECT APPROVAL TIMELINE

- **FIRST SUBMITTAL:** The review period for the first submittal is **10 business days**.
- **RE-SUBMITTAL:** The re-submittal review period is **10 business days**.

### TECHINICAL DESIGN CRITERIA

**Seismic:** The City of Hayward is located in Seismic Design Categories "D", "E", or "F" depending on the location and Occupancy Category.

**Building Codes:** When preparing drawings and calculations, please refer to the latest editions of the California Building, Mechanical, Plumbing, Electrical codes, and Part 2 and 6 of the Title 24 California Code of regulations (California Energy Code).

**CURRENT CODES:** 2010 California Building, Mechanical, Electrical and Plumbing Codes.